2021 ACTFL National Language Teacher of the Year Portfolio Checklist

NAME OF FINALIST:

REGION: [ ] CSCTFL [ ] NECTFL [ ] PNCFL [ ] SCOLT [ ] SWCOLT

NOTE: Except for the Curriculum Vitae, all documents submitted should follow these specifications:

Times New Roman font, size 12, and double-spaced. Each file MUST be saved and uploaded using the following format: “Last Name_Document Title_2021” (ex. Doe_Reflection on professional involvement_2021) The entire portfolio (including the CV) should not exceed 30 pages.

☐ Nomination cover page – should be completed by regional organization

☐ Letters of Recommendation
  - Professional Supervisor (not to exceed one page)
  - Colleague (not to exceed one page)
  - Current or former parent or student (not to exceed one page)

☐ Curriculum Vitae – not to exceed five (5) pages

☐ Personal statement on the value of language learning– 500-word personal statement on the value of learning languages and developing cultural competence for all learners

☐ Documentation of professional involvement: Professional involvement documentation examples to include, but not limited to, certificates, newspaper articles, letters, and links to video (documentation should not exceed four (4) pages).
  - Demonstrates professional growth and involvement in professional organizations.
  - Provides evidence of a variety of leadership experiences, including advocacy.

☐ Reflection on professional involvement documentation: Not to exceed three (3) pages. Reflection should:
  - Describe and analyze significance and impact on you as a teacher
  - Describe and analyze the significance and impact on student learning and on language learning in your school and/or district or state.

☐ Examples of student work (2 individual examples)

☐ Reflection on student work – maximum of four (4) pages providing a written reflection about these two student examples and how they:
  - Demonstrate current best practices of language teaching and learning to include the integration of the World-Readiness Standards for Learning Languages (5 Cs);
  - Encourages the appropriate proficiency level use of the target language by the teacher and by the students;
  - Provides the effective use of feedback including, but not limited to, rubrics.

☐ Response to questions (each question can have a response of up to two (2) pages):
  - How does the teacher engage and encourage students in language and cultural-related activities beyond the
classroom, including strategies that are appropriate for students at different levels of instruction?

- How do the samples of student work and the content of the classroom video reflect the teacher’s personal statement on the value of learning languages and culture for all learners?

☐ Headshot

☐ Sign TOY Commitment Form